

Job Description  
*Missouri State Highway Patrol*

Class Title: Assistant Garage Superintendent

Title Code: V00602

Effective Date: 07/18/96

Date Reviewed: 1/12/06 hrd

Date Revised: 1/12/06 hrd

**Immediate Supervisor:** Garage Superintendent

**Position Supervised:** Automotive Technician Supervisors

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a responsible supervisory position in coordinating the flow of work at the Patrol Garage at General Headquarters. The work requires determining priorities, delegating work, and ensuring proper completion of work assignments. The employee supervises the automotive technician supervisors and assumes all duties of the Garage Superintendent in his absence. The individual exercises independent judgment, decision-making, and discretion in the operation of the garage with administrative direction received from the Garage Superintendent.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Supervises automotive technicians and automotive technician supervisors at general headquarters to include ensuring effective, efficient operation of headquarters and troop garages; approves or disapproves leave requests submitted by shop staff based on garage work requirements and makes calendar entries of approved leave; conducts performance evaluations on subordinate employees.

Delegates and monitors the work of garage staff; follows up on the status of work assignments; periodically checks installation procedures and operation of all equipment installed on patrol vehicles; prepares shop tickets on the Patrol's computer-based Fleet Management System detailing repairs made to vehicle or equipment modified, added or removed; maintains paper and computer filing system of all maintenance records and garage inventory.

Monitors inventory system; works directly with vendors and suppliers of automobiles, parts, supplies, tools, and equipment to order items necessary to have a properly stocked system; prepares bids on items needed, as required; maintains inventory within the Patrol's computer-based Fleet Management System.

Diagnoses specific or unique problems inherent to the automotive/mechanic trade; provides advice and/or recommendations on how to handle problems; assists in the design or modification of special equipment, as needed.

Inspects new and used cars delivered for possible defects; completes necessary paperwork and photographs defects for documentation; makes decision to keep damaged car(s) or return to dealership.

Locates and removes used parts from salvage vehicles to be used or shipped to other troops; properly disposes of property and equipment through State Surplus Property.

Keeps garage superintendent and/or division director apprised of status of projects, assignments,

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problems and overall garage operation.

Submits requests for regular and/or special equipment and supplies to garage superintendent for review and order placement.

Deals with a variety of individuals in person and via telephone reference the operation of the garage and its personnel.

Deals with car dealership personnel reference automobile warranties and salvaging patrol vehicles.

Monitors the safety of the garage through own inspections and supervisors to ensure the work place is safe according to industry standards.

Ensures hazardous waste (e.g., motor oil, batteries, oil filters and anti-freeze) created by garage operations is disposed of in a proper manner; signs paperwork submitted by authorized agents when waste is removed from premises.

Forwards a variety of records to Motor Equipment Division staff at General Headquarters.

Ensures new cars are ready for assignment to road personnel by processing work orders detailing the necessary equipment; conducts road tests on vehicles.

Issues license plates for each patrol vehicle; maintains card file of license plate inventory.

May perform work on video terminal located at garage facility (e.g., garage inventory/supplies database, fleet database, etc.).

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Patrol policies and procedures.

Knowledge of the principles and techniques of supervision

Knowledge of the occupational hazards and safety precautions associated with the automotive/mechanic trade.

Knowledge of state and federal purchasing requirements.

Knowledge of inventory methods and procedures.

Knowledge of emission regulations and hazardous material disposal requirements.

Knowledge of operating principles for all automotive systems and the industry accepted service and repair procedures for these systems.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to supervise, develop and motivate subordinates.

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Ability to manage multiple priorities and demands.

Ability to plan, assign, and monitor the work of others.

Ability to communicate effectively with a variety of individuals in person and on the telephone.

Ability to lift and move parts, tools and supplies associated with garage facility.

Ability to visually inspect automobiles and operate necessary mechanic hand tools to diagnose vehicle problems; ability to crawl under vehicle or position self under vehicle on rack to inspect undercarriage of car.

Ability to analyze routine and unique problem situations and make recommendations.

Ability to work independently and exercise discretion and judgment in the decision-making process.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to recognize safety hazards associated with the automotive/mechanic trade and provide corrective action.

Ability to establish and maintain effective working relationships with Patrol personnel, other governmental agencies, vendors, suppliers, and automotive dealership personnel.

Ability to work in varying climatic conditions.

Ability to test drive vehicles at a high rate of speed, if necessary.

Ability to use hand tools and electronic test equipment.

Ability to use photography equipment in documenting damage to new or current vehicles.

Ability to use video terminal at garage facility, as assigned.

Ability to operate a personal computer.

Ability to work with materials that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from high school or possess a GED.

Possess at least three years experience as an Automotive Technician III or Automotive Technician Supervisor or combination thereof.

OR

At least five years of experience outside the department at a level comparable to an Automotive

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Technician III.

NECESSARY SPECIAL REQUIREMENTS

Possess a valid driver's license.

Possess a Motor Vehicle Inspection Permit issued by the State of Missouri at the time of appointment.